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Assistant to DCI	Document No. _061_ 17 March 1955
	NO CHANGE in Class. ☐
Director of Training	☐ DECLASSIFIED
	Class. CHANGED TO: TS S (C)
	DDA Memo, 4 Apr 77
Weekly Summary Report	Auth: DDA REG. 77/1763
	Date: _31/01/78_ By: _008_

1. Plans have been completed for the launching of a briefing program for dependents of Agency personnel scheduled for overseas duty. The first offering of this briefing program is scheduled for the afternoons of 21 and 22 March 1955 in Room 117, Central Building.

The program will consist of a general introduction and welcome, a security briefing, a discussion of the mission and responsibilities of the Agency, a presentation of the U. S. and its major national security problems abroad, and finally a discussion of the role of dependents in supporting and assisting in the development and preservation of the cover of Agency personnel in overseas situations. In addition, arrangements have been made whereby some elementary language training can be given to those dependents where, in the opinion of the division concerned and the dependent, such training is desirable or necessary.

The Office of Training and the Foreign Intelligence Staff, DD/P, have worked closely in developing this program and have received support and cooperation from the Office of Security.

2. Dr. Warren Walsh, the senior civilian member of the faculty of the National War College, has informally accepted an invitation to address the next National Intelligence Orientation program on 4 May 1955. The subject will be "The Enemy We Face. "

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3. Mr. ███████████ of the Basic School, Office of Training, completed a draft of a new accounting procedure for use at Class B stations. The present procedure is cumbersome and has been the subject of concern to the Chief, Audit Staff, and the Comptroller. The new procedure, if approved and adopted, would reduce the number of forms and entries required, as well as the clerical work involved, in preparing the monthly report.

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4. The Office of Training has requested that instruction for Air Force personnel in Clandestine Methods and Techniques be postponed from May to July 1955 to permit the enrollment of five Air Force officers who are now serving as instructors at Maxwell Air Force Base. The objective of this request is to train a cadre of Air Force instructors with the least impairment to Office of Training covert-training capability. Air Force reaction to this proposal is expected within the next few days.

5. Current enrollment in the internal language training programs includes 231 people in 34 classes, and 93 enrolled in self-study programs in 16 languages. The Language Laboratory was used 744 hours during the past week. This is an increase of 123 hours over the previous week, and it is believed to be the highest number of hours ever spent in any given week in the Laboratory.

6. Following three weekly oral reports to each Training Liaison Officer on the participation of students in internal language classes, this week an informal written report on each student's performance to date has been sent to each TLO and also to the Area Division training officers. The weekly written report will be continued provided the time required is available. These reports will assist the various offices in making proper use of personnel where language proficiency is a determining factor. They will also provide supervisors with information on students needing special consideration in order to attain the desired objective of the offices.

7. A summary report of area, language and external training for the first half of Fiscal Year 1955 has been completed and distributed. This report represents a new method whereby the Office of Training provides meaningful information on the status of expenditures for training as well as individual student performance in both internal and external training programs. The substance of the report is being given special analysis and will be made the subject of a separate report when completed.

8. A survey is being made of all Agency components to determine how many people would like to attend a lecture-discussion series on "The Formulation and Development of Foreign Policy" at the

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Foreign Service Institute. This series will be of seven weeks' duration with two-hour sessions held twice a week. The series is designed to cover both the procedural aspects in the formulation of U. S. foreign policy and also the current problems of its conduct in the four geographic areas of the world. Speakers will include leading authorities from the Department of State's Policy Planning Staff and Geographic Areas, the White House Staff, the National War College, and other Government agencies concerned with foreign policy.

9. An announcement on advanced-management training courses was prepared and distributed to the DD/I, DD/S, DD/P, and all Training Liaison Officers. Intensive full-time training courses for senior executives listed in the announcement will be conducted on many university campuses. Institutions listed in the announcement include Harvard University, Stanford University, University of Pittsburgh, Columbia University, Cornell University, Indiana University, University of Washington, and Northwestern University. There are no Agency quotas in any of these courses and all applicants sponsored by OTR compete with other applicants from industry, commerce, government, and the Armed Services.

10. Twenty-four external training applications were approved during the past week for courses at the Middle East Institute, the Capitol Radio and Engineering Institute, the Department of Agriculture, and the Foreign Service Institute.

11. All training materials required for the instruction of personnel of the ████████████████████ have been assembled and processed for transmittal to the field.

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SIGNED

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